

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

344

PAGE
NO.

1.

1. Requesting Agency

DEPARTMENT OF LABOR AND INDUSTRY

2. Division or Bureau of Requesting Agency

ADMINISTRATION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. EMPLOYER'S FIRST REPORT OF INJURY

Form No.: SF-1

Size: 8 1/2" x 11"

Dates: 1955 - -

Quantity: Office, 24 transfiles; Upstairs, 13 cubic feet;
Hall, 14 cubic feet (Total 81 cubic feet)File Arrangement: Chronological and by insurance company
therein, and by employer and name of
injured

Annual Accumulation: 12 transfiles

Employers are required to file with the Department of Labor and Industry a copy of the First Report of Injury. The original report is retained in the files of the Workmen's Compensation Commission. The copy, after coding as to the type of industry and the type of accident, is the source document for all entries on the Accident Cards (Item 2). After information is transcribed from the reports to the cards, the report is of no further value to the Department.

RECOMMENDATION: RETAIN FOR ONE YEAR IN DEPARTMENTAL OFFICES. THEN TRANSFER TO STATE RECORD CENTER AND RETAIN THERE FOR TWO ADDITIONAL YEARS, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Margaret W. Kimble

Signature

Deputy Commissioner

Title

4-10-59

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

4/13/1959

Date

Morris S. Radoff

Archivist

APR 15 1959

Date

Andrew H. H. H.

Secretary

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2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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2. ACCIDENT CARDS

Size: 5" x 8"

Dates: 1955 - -

Quantity: Office, 9 double drawers; Hall, 14 cubic feet;
Upstairs, 7 cubic feet (Total, 39 cubic feet)File Arrangement: By year, nature of business or article
manufactured, therein by code number,
alphabetical by employer

Annual Accumulation: 9 drawers (18 cubic feet)

Disposable Amount: 18 cubic feet

Information on this card form is transcribed from the First Report of Injury (Item 1) received from employers after an injury has occurred. The cards are maintained for statistical and accident reporting purposes, the cards being coded as to type of industry and filed according to this code number. Each card shows the nature of the business, the name of the employer, the number of employees, address, place of accident, name of injured, date of injury, whether or not the accident caused loss of time, the occupation of the injured person, cause of injury, whether or not the accident was investigated, the date of investigation, whether or not an order was issued, and the name of the insurance carrier. The cards are of no further value after the statistical information extracted from them has been summarized.

RECOMMENDATION: RETAIN FOR ONE YEAR IN DEPARTMENTAL OFFICES. THEN TRANSFER TO STATE RECORD CENTER AND RETAIN THERE FOR TWO ADDITIONAL YEARS, AND THEN DESTROY.

3. SAFETY INSPECTION FILE

Size: 5½" x 7"

Dates: 1955 - -

Quantity: 15 cubic feet (est.)

File Arrangement: By year and name of firm therein

Annual Accumulation: 4 cubic feet (est.)

The Department conducts safety inspections of industrial plants and commercial establishments to determine whether the equipment and conditions conform to safety codes established for the particular type of business or industry being inspected. Examiners indicate their safety appraisal on the Safety Inspection Card, one card being completed for each inspection. The form provides a check list which guides the examiner in his appraisal, both in the areas of safety training programs and protective measures as well as the condition of various types of equipment and buildings.

RECOMMENDATION: RETAIN FOR ONE YEAR IN DEPARTMENTAL OFFICES. THEN TRANSFER TO STATE RECORD CENTER AND RETAIN THERE FOR TWO ADDITIONAL YEARS, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSIONAPPROVED BY
BOARD OF PUBLIC WORKS

APR 15 1959

SECRETARY

REQUEST FOR RECORDS RETENTION WITH FILE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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4. REGULAR INSPECTION REPORT FILE

Size: 5" x 8"
Dates: 1954 - -
Quantity: 12 cubic feet
File Arrangement: By year and name of firm therein
Annual Accumulation: 3 cubic feet

Regular inspections are conducted by the Department in order to determine whether firms are conforming to Department regulations, particularly those pertaining to proper exhibition of licenses and the ten-hour or child labor laws. The Inspection Report form is prepared by the examiner to record his findings.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. ORDERS FOR COMPLIANCE

Form No.: 52-A
Size: 5" x 8"
Dates: 1955 - -
Quantity: 6 cubic feet (est.)
File Arrangement: By year and alphabetical by name of firm
Annual Accumulation: 2 cubic feet (est.)

Whenever an inspection has uncovered unsatisfactory working conditions, the Department issues orders for compliance to correct the unsafe conditions. The order form gives the date, the name of the firm and its address, the name of the examiner, the order which is to be complied with, and the maximum compliance time for each order listed. One copy remains in the examiner's book, the employer retains one copy, and the third copy, showing acknowledgment and action by the company, is filed by the Department. Both the examiner's copy and the Department copy are governed by the recommendation below.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. SUMMARY REPORTS

Form No.: C-66
Size: 8½" x 11"
Dates: through 1957
Quantity: 2 cubic feet
File Arrangement: Chronological
Annual Accumulation: discontinued
Disposable Amount: 2 cubic feet

These are monthly summary reports of accidents occurring on the premises of each employer insured by a particular insurance carrier.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

APR 15 1959

Andrew H. Hubert
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Various employers are listed on the form and accidents are tallied as to whether or not time was lost or a fatality was involved.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
7.	<p><u>WRITTEN ORDER FILE</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1955 - - Quantity: 1 drawer File Arrangement: By year and alphabetical by name of examiner Annual Accumulation: $\frac{1}{2}$ cubic foot (est.)</p> <p>This file contains correspondence with employers relating to the Department's enforcement of safety orders which have been issued. The file also contains notices concerned with safety deficiencies which show the remedial action taken by the employer concerned.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
8.	<p><u>CORRESPONDENCE - GOVERNOR'S SAFETY CONFERENCE</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1955 - - Quantity: 1 drawer (2 cubic feet) File Arrangement: By year and alphabetical therein</p> <p>This file contains correspondence relating to the Department's part in promoting, arranging for, and conducting the annual Governor's Safety Conference. Contracts for exhibit space are also included.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	
9.	<p><u>SAFETY INSPECTION INDEX CARDS</u></p> <p>Size: 3" x 5" Dates: 1931-1955 Quantity: 2 double drawers (2 cubic feet) File Arrangement: Alphabetical by name of employer Annual Accumulation: Discontinued Disposable Amount: 2 cubic feet</p> <p>This file was transferred from the State Industrial Accident Commission to the Department of Labor and Industry when the latter department assumed the Commission's safety inspection function (1955). A card was prepared for each employer on whose premises a safety inspection was conducted. Each card shows the name of the employer, the address, the dates of various inspections, the code number of</p>	<div data-bbox="1058 1401 1646 1789" data-label="Text"> <p>APPROVED BY BOARD OF PUBLIC WORKS APR 15 1959 <i>Andrew Shulick</i> SECRETARY</p> </div>

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
10.	<p><u>SAFETY ORDER FILE</u></p> <p>Size: 8½" x 11" Dates: 1931-1955 Quantity: 6 drawers (11 cubic feet) File Arrangement: Numerical by file Number Annual Accumulation: Discontinued Disposable Amount: 11 cubic feet Index: Safety Inspection Index (Item 9)</p> <p>This file was transferred from the State Industrial Accident Commission to the Department of Labor and Industry when the latter department assumed the Commission's safety inspection function (1955). The file contains a folder for each employer for whom safety inspections were conducted. Each folder may contain any of the following records:</p> <p>Form 1-8 Inspection Report Form 1-S Accident Prevention Survey (with attachments) Form 6-S Visit Reports Correspondence</p> <p>A similar file, the Safety Inspection File (Item 3) is currently being maintained.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	<p>each inspection, the date on which a safety order was sent, and the index number of the case folder in the Safety Order File (Item 10) which contains the records pertaining to a particular company.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p>

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 HALL OF RECORDS COMMISSION
